



## TOWN OF NANTUCKET HUMAN RESOURCES

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**Town and County Offices**  
are operating under a phased return to work plan.

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### QUICK LINKS:

[TOWN EMAIL ACCESS](#)  
[INFORMATION: COVID-19](#)  
[TOWN MANAGER NEWSLETTER](#)  
[ARCHIVED HR NEWSLETTERS](#)  
[EMPLOYEE ASSISTANCE PROGRAM](#)  
[2020 HOLIDAY CALENDAR](#)  
[VACATION CARRYOVER FORM](#)  
[LEAVE REQUEST FORM](#)

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### Congratulations 2020 Step Challenge Winners!



1. Rachel Day (over 1 million steps)
2. Catherine Flynn
3. Eleanor Antonietti
4. Morgan Smith-Jones
5. Karen Mc Gonigle

**We are so proud of you!**

Please await further instructions from HR

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### Local Updates

[Nantucket Cottage Hospital updates](#)  
[Town of Nantucket updates / Town FAQs](#)  
[Massachusetts Department of Public Health](#)  
[Office of Massachusetts Governor](#)

### [Safe Work Guidelines for Employees](#)

- Town of Nantucket issued the attached Safe Work Guidelines for Town employees. You can find the guide posted on the employee shared T:Drive under Human Resources as well as the **HR webpage**.

### [Face Covering requirements](#)

- All residents required to wear face covering in public when a physical distancing of 6 feet is not possible.

### [Daily screening Survey](#)

- Please remember to continue to self-screen daily through the **Daily Screening Survey**. Please visit the **HR webpage** to access the screening tool.

### [TON Telephone list](#)

- Get the latest telephone list from the shared T:Drive 'HR Policies' folder.


### [COVID-19 Vacation Carryover](#)

- Please be advised that forms are available on the town page/[Human Resources](#)

## QUICK LINKS

- [COVID-19 Vacation Carryover Form](#)
- [Telecommuting Policy Acknowledgement](#)
- [Vehicle Use Policy Acknowledgement](#)
- [Employee Assistance Program](#)

## TOWN EMAIL ACCESS



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## BUSINESS INFORMATION

### [Reopening Businesses](#)

- As currently published, Phase 2 categories that may reopen include: read more **HERE**.

### [COVID-19 Control Plan Template for Businesses](#)

- Template that satisfies the written control plan requirement for self-certification.

### [Compliance attestation poster](#)

- Poster that customer-facing businesses are required to print, sign, and post in an area within the business premises that is visible to workers and visitors

### [Employer and Worker posters](#)

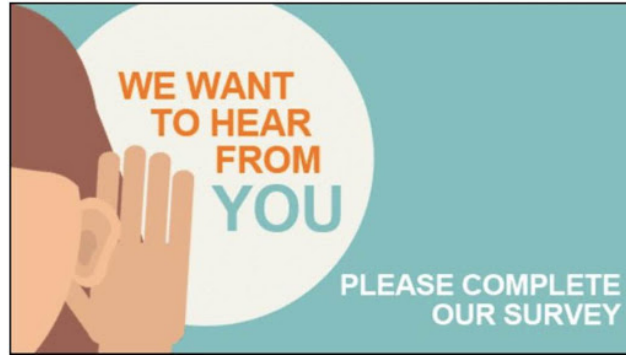
- Posters that businesses can print and display within the business premises to describe the rules for maintaining social distancing, hygiene protocols, and cleaning and disinfecting

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**Employees Interest Survey**  
**Deadline June 9, 2020**

Blue Shield of Massachusetts are committed to providing you with quality health improvement programs. To ensure we are delivering programs that will help you to reach your health and well-being goals, we need your input!

Please take a moment to complete our short [survey HERE](#). Also, available on the HR webpage/ [HR EMPLOYEE RESOURCES](#).



### Employee Assistance Program (EAP)

offers a safe, judgement-free, no-cost-to-you place to talk with a licensed therapist about what you or a household member are feeling or experiencing.

**In-the-moment:** talk in real-time, anytime

**Online:** message, chat, phone or video

**Via telephone:** schedule a time

**Face-to-face:** schedule a time to talk with a therapist currently accepting face-to-face appointments

**Simply call the EAP Support Line at 800-624-5544**

**Tip sheets** may be helpful to host on your intranet, social media or email at this time:

- [Dealing with a traumatic event](#)
- [Tips on coping with prolonged stress](#)
- [Tips on preventing or de-escalating workplace violence](#)
- [How to deal with suicide threats](#)
- [10 listening techniques that reduce conflict](#)
- [Exercising Respect and Sensitivity Following Community Violence](#)
- [Talking to Children about Scary Events](#)

## **Get Local Support**



## Free same-day appointments via Zoom

- Are you feeling anxious and need to talk?
- Struggling to make it until your next appointment?
- Is there an urgent matter you want to talk over with a therapist?
- Do you feel so sad that you are not sure what to do next?
- Are you concerned about your sobriety?

**Fairwinds can help you today.**

Starting June 1, we can see you for same-day, urgent appointments, while our walk-in UBHC clinic is closed to protect islanders during COVID-19.

Call **508-228-2689** to make a same-day appointment, or log in at 5:00 p.m. <https://zoom.us/j/994360705>

**First come, first served.**

If the appointment is taken, call or log-in again the next day.

*Same day appointments will replace the support groups that were running from April through May.*

**Fairwinds is always here for you.**

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### Unemployment Benefit Fraud Alert

If you believe someone is using your identity to falsely claim unemployment benefits, learn how to report the fraud and what to do to protect yourself [HERE](#).



### TASC - Healthcare FSA carryover increase

Notice 2020-33 adjusts the Healthcare FSA carryover maximum to reflect inflation. The adjusted maximum amount is equal to 20% of the maximum Healthcare FSA salary reduction contribution for that benefit plan year.

For a plan year starting in 2020, the maximum unused amount allowed to be carried over to the following plan year beginning in 2021 is now \$550. More information [HERE](#).

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